

Appendix F: 2023 TAP-CMAQ-CRP Application Instructions

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Appendix F: 2023 TAP-CMAQ-CRP Application Instructions

General Instructions

These instructions are provided to guide Sponsors/Applicants through the New York State Department of Transportation's (NYSDOT) TAP-CMAQ-CRP Program application process using Grants Gateway. Reviewing these application instructions informs the applicant of the necessary data to collect and provides information to efficiently complete an application in the Grants Gateway. **To be considered for this solicitation, each applicant must submit a completed application(s) through Grants Gateway.**

Prior to beginning the application, Sponsors are advised to:

- Consult the TAP-CMAQ-CRP Guidebook and Appendices for specific eligibility requirements and project types for each program (TAP, CMAQ & CRP).
- Register for Grants Gateway [here](#)¹ if your organization is not yet registered. (If you are unsure of whether your organization has registered for Grants Gateway or how to contact its administrator, you can enter your organization's New York State SFS Vendor ID on the Grants Gateway website. If you do not know your organization's vendor ID, someone with your finance office may be able to assist you.)

Grants Gateway is a role-based system. Users are assigned specific roles in the Grants Gateway and although a user may be able to initiate an application, **ONLY** the Sponsor representative who is assigned the role of a **Grantee Contract Signatory** or a **Grantee System Administrator** can **submit an application** on behalf of the Sponsor's organization.

There are several ways to identify the organization's administrator or signatory:

1. If an applicant is logged-in with a Grantee role, click on organization, then organization members to see who has a role within the organization.
2. If an applicant knows the Grantee Delegated Administrator in the organization (the person in charge of creating Grants Gateway roles within the organization) an applicant can go to them to have one created.
3. An applicant can contact Grants Gateway help desk.

Application Contacts

For Grants Gateway log-in or technical questions, contact Grants Gateway at: grantsgateway@its.ny.gov; or (518) 474-5595 from 8:00 am to 4:00 pm (Monday – Friday).

Grants Gateway tutorial videos are available at [Grants Gateway Videos](#)²

For TAP-CMAQ-CRP program questions the following resources are available:

- TAP-CMAQ-CRP program information (Guidebook, application instructions, list of contacts) is on the TAP-CMAQ-CRP webpage³.
- Contact your Regional Local Projects Liaison (RLPLs) (Guidebook, Appendix A)
- Send an email to the TAP-CMAQ-CRP team at TAP-CMAQ@dot.ny.gov.

As the application deadline approaches, application contacts may receive a high volume of calls and emails. Sponsors are advised to begin the application early to guarantee they have time to address questions they may have.

¹ [Grants Gateway](https://grantsgateway.ny.gov/IntelliGrants_NYSGG/module/nysgg/goportal.aspx?NavItem1=9) - https://grantsgateway.ny.gov/IntelliGrants_NYSGG/module/nysgg/goportal.aspx?NavItem1=9

² [Grants Gateway Videos](https://grantsmanagement.ny.gov/videos-grant-applicants) – <https://grantsmanagement.ny.gov/videos-grant-applicants>

³ [TAP-CMAQ-CRP webpage](http://www.dot.ny.gov/TAP-CMAQ) - <http://www.dot.ny.gov/TAP-CMAQ>

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Application Pre-Review

Sponsors have the option to request an application pre-review. Sponsors must notify NYSDOT by the deadline if they are interested in having their application pre-reviewed. Submit the “Application Pre-Review Request Form” **via e-mail** to the TAP-CMAQ-CRP mailbox at TAP-CMAQ@dot.ny.gov. *Do not “submit” the Pre-Review Application through Grants Gateway, only final applications should be submitted when they are fully completed.* While not a requirement, bonus points will be available for Sponsors who participate in an application pre-review. At a minimum, the following information should be uploaded in the application for pre-review to receive bonus points:

- Project scope
- Draft budget
- Draft schedule
- Anticipated ROW needs (if any)
- Anticipated utility needs and railroad involvement (if any)

Additional information on the application pre-review process and requirements can be found in the Guidebook along with key dates on the TAP-CMAQ-CRP webpage⁴.

Application Due Dates

All TAP-CMAQ-CRP solicitation due dates are listed in the TAP-CMAQ-CRP key dates document located on TAP-CMAQ-CRP webpage. The webpage includes dates for application workshops, application pre-reviews and final submission dates.

Tips for submitting a successful Application

- Start the application early, well before the application deadline.
- It is important to save often to avoid losing work. The system times out after 20 minutes and any work not saved before that point will be lost. The system will show any questions that are required and not answered as “errors” on the page until they are completed.
- Use the Grants Gateway menus and back button to move through the pages, **do not** use the browser’s back button.
- For longer answers, type answers in a word processing program, then copy and paste into the Grants Gateway.
- Make use of the application checklist.

Applications must be submitted by the deadline to be eligible for review and consideration for funding.

⁴ [TAP-CMAQ-CRP webpage](http://www.dot.ny.gov/TAP-CMAQ) - <http://www.dot.ny.gov/TAP-CMAQ>

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TAP-CMAQ-CRP Sponsor Application Checklist

All guidance and information on the TAP-CMAQ-CRP Program can be found at: www.dot.ny.gov/TAP-CMAQ⁵

Prior to beginning the application:

- ☐ Be familiar with and consult the TAP-CMAQ-CRP Guidebook and Appendices for specific eligibility requirements and application instructions.
- ☐ Confirm you have a Grants Gateway ID and identify your organizations “Grantee Contract Signatory” and “Grantee System Administrator”. For Grants Gateway ID, signatory and access information contact Grants Gateway at:
https://grantsgateway.ny.gov/IntelliGrants_NYSGG/module/nysgg/goportal.aspx
- ☐ **Attend a TAP-CMAQ-CRP Workshop** - information and dates are on the TAP-CMAQ-CRP website.
- ☐ Attend a Grants Gateway webinar to learn how to find and apply for a Grant opportunity in the Grants Gateway System. To register go to: <https://grantsmanagement.ny.gov/live-webinars>

When completing the application:

- ☐ Print and follow along with the TAP-CMAQ-CRP application instructions (located in the TAP-CMAQ-CRP Guidebook Appendix F and in Grants Gateway).
- ☐ **Make a note of the application number** assigned by Grants Gateway. Having this information facilitates locating the application in Grants Gateway and this is the official name NYSDOT will use to refer to the project throughout the application process.
- ☐ Have available the information necessary to complete the application (e.g., project location, project details, budget, schedule, right-of-way information, match assurance, date attended a workshop, etc.). A review of the application instructions will help identify what is required to complete an application.
- ☐ Determine if an application pre-review, or having a professional engineer review the project is desired. (Both actions will provide an opportunity to improve the application and earn bonus points.)

If requesting a project pre-review:

- ☐ Submit the application pre-review request form via e-mail to TAP-CMAQ@dot.ny.gov by the deadline to request a pre-review. Pre-review process instructions are in the TAP-CMAQ-CRP Guidebook and located on the TAP-CMAQ-CRP website. Regional NYSDOT staff will review the project information and will provide feedback via a pre-review comment form.
- ☐ Include the completed pre-review comment form on the pre-submission upload page with the final application to receive bonus points.

When you are ready to submit the application:

- ☐ Confirm all necessary documents have been uploaded in the “Uploads Page”.
- ☐ Make sure that your organization’s Grantee Contract Signatory or a Grantee System Administrator is the individual submitting the application.
- ☐ Submit the application by the deadline. **No late applications will be accepted.**
- ☐ Once you have submitted the application, print a PDF copy of the application package for your records.

⁵ [TAP-CMAQ-CRP Website](https://www.dot.ny.gov/TAP-CMAQ) - <https://www.dot.ny.gov/TAP-CMAQ>

Grants Gateway Instructions

Completing the Application in Grants Gateway

Getting Started

Use these instructions while completing the application in the Grants Gateway.

To get started in the [Grants Gateway](#), click on [GRANTS GATEWAY LOGIN] in the upper left-hand corner of the screen and enter the username and password. For Grants Gateway log-in information, contact Grants Gateway at (518) 474-5595, or email GrantsGateway@its.ny.gov.



New York State
Grants Gateway

Grants Gateway Login Grant Opportunity Portal

Welcome to the Grants Gateway

The Grant Opportunity Portal is online and available to the public, providing a one-stop shop for anyone interested in locating grant funding opportunities with State agencies.

The Grantee Document Vault is also available, allowing existing grantees and potential applicants to store key organizational information in a single secure online location for use.

Login

Username

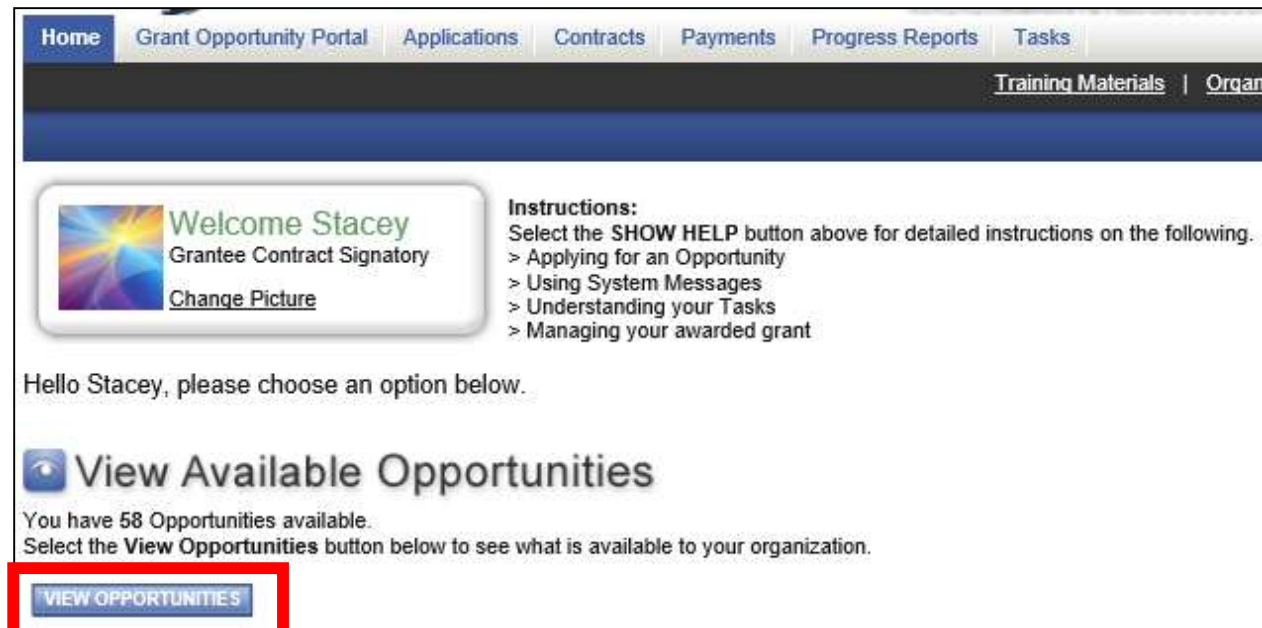
Password

LOGIN

[Forgot Password?](#)

Initiating and Locating an Application

Upon login, you will land on the home screen. Begin searching for an opportunity to apply by clicking on the [VIEW OPPORTUNITIES] button.



Home Grant Opportunity Portal Applications Contracts Payments Progress Reports Tasks

Training Materials | Organ

Welcome Stacey
Grantee Contract Signatory
[Change Picture](#)

Instructions:
Select the SHOW HELP button above for detailed instructions on the following.
> Applying for an Opportunity
> Using System Messages
> Understanding your Tasks
> Managing your awarded grant

Hello Stacey, please choose an option below.

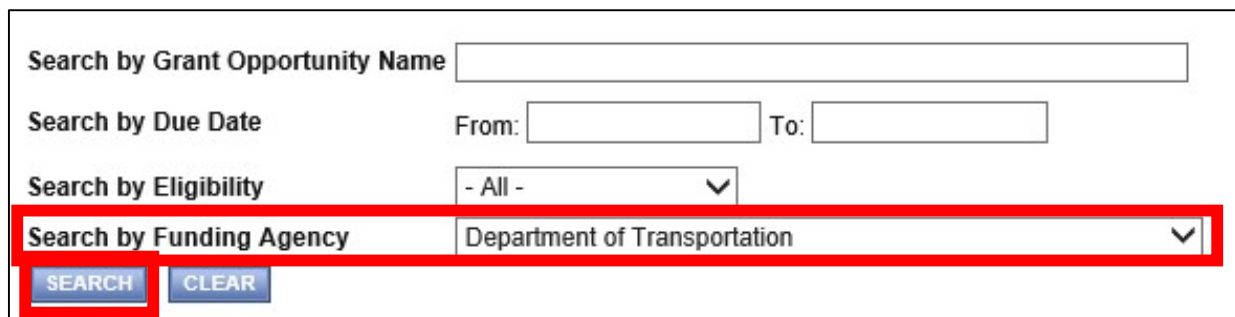
View Available Opportunities

You have 58 Opportunities available.
Select the **View Opportunities** button below to see what is available to your organization.

VIEW OPPORTUNITIES

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Using the search functionality, locate and click on the opportunity. The easiest way to locate the TAP-CMAQ-CRP application is to select Department of Transportation from the 'Search by Funding Agency' drop-down box and click [SEARCH]. Then select the TAP-CMAQ-CRP opportunity.



The search form contains the following fields and controls:

- Search by Grant Opportunity Name:** A text input field.
- Search by Due Date:** Fields for "From:" and "To:".
- Search by Eligibility:** A dropdown menu currently showing "- All -".
- Search by Funding Agency:** A dropdown menu currently showing "Department of Transportation".
- Buttons:** "SEARCH" and "CLEAR".



The "Search by Funding Agency" dropdown and the "SEARCH" button are highlighted with a red border.

Then select the TAP-CMAQ-CRP opportunity by clicking the link under the Grant Opportunity heading in the search results.

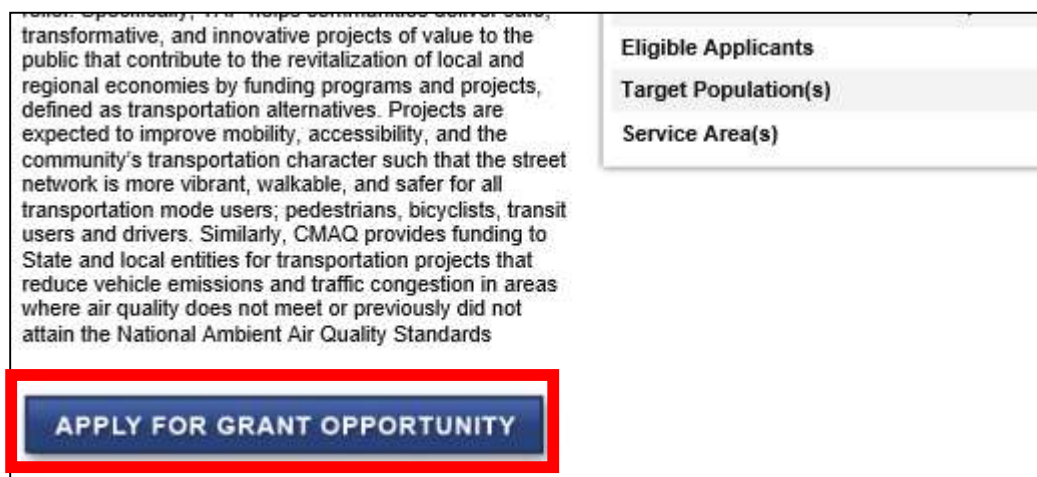
2023 TAP-CMAQ-CRP Program

Search Results

Click the **Grant Opportunity Name** to view more detail and apply.
Sort the results by clicking on a column heading (sorting by Eligibility is not an option)
A full list of Grant Opportunities can be found on the [Grant Opportunity Portal](#).

| Funding Agency | Grant Opportunity | Status | Availability Date | Eligibility | Due Date |
|------------------------------|---|-----------|--|--|---|
| Department of Transportation | 2023 TAP-CMAQ-CRP Program | Available |  | Governmental Entity, Tribal Organization |  |

General information about the funding opportunity is shown. Scroll to the bottom and click the [APPLY FOR GRANT OPPORTUNITY] button which will begin the application in the Grants Gateway.




The page displays the following content:

- Eligible Applicants:** A section with a heading and a list of eligible entities.
- Target Population(s):** A section with a heading and a list of target populations.
- Service Area(s):** A section with a heading and a list of service areas.
- APPLY FOR GRANT OPPORTUNITY:** A large blue button at the bottom, highlighted with a red border.

Make a note of the application number assigned by Grants Gateway. The application number can be used to locate the application should it be necessary to leave Grants Gateway and return.

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The application number will be used by NYSDOT to refer to the project throughout the application process.



Home Grant Opportunity Portal Applications Contracts Payments Progress Reports Tasks

Training Materials | Organization(s) | Profile | Logout

SHOW HELP

Back

Menu Forms Menu Status Changes Management Tools Progress Reports and Related Documents

Document Information: **DOT01-TPCM23-2023**

Details

When returning to work on an application that has already been started, login to the Gateway and follow the instructions to locate the TAP-CMAQ-CRP opportunity. From the Opportunities screen, the application can then be located by clicking on the applications link to search for it.



New York State Grants Gateway

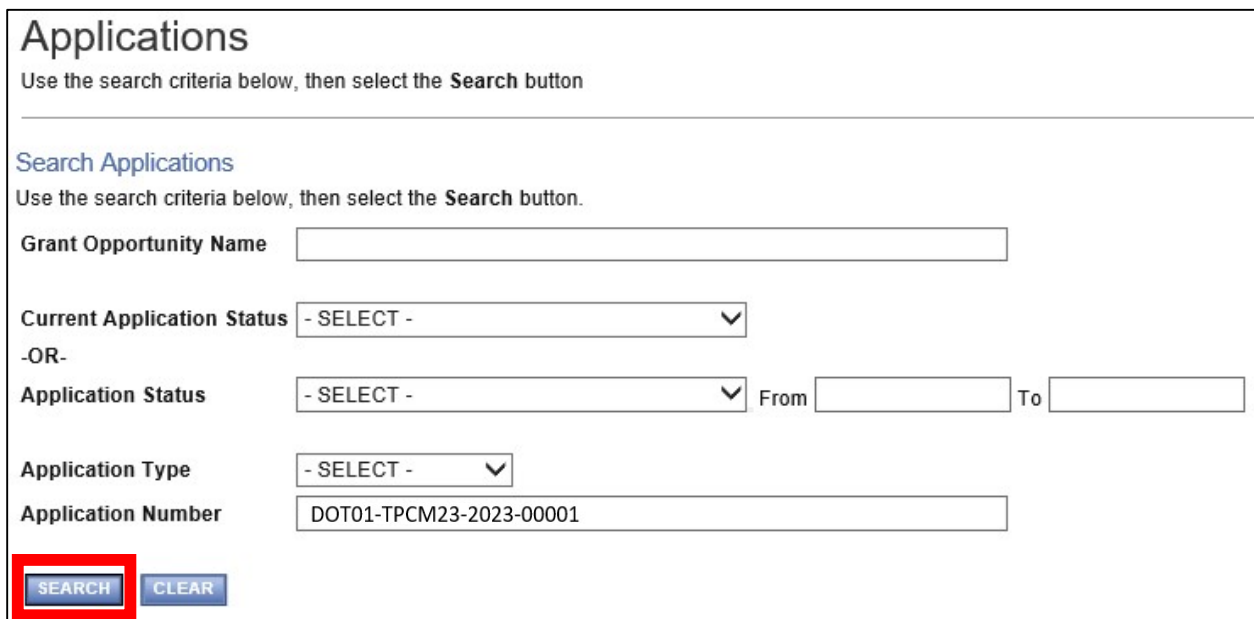
Home Grant Opportunity Portal **Applications** Contracts Payments Progress Reports Tasks

Training Materials | Organization(s) | Profile | Logout

SHOW HELP

Welcome Test

Instructions: Select the **SHOW HELP** button above for detailed instructions on the following.



Applications

Use the search criteria below, then select the **Search** button

Search Applications

Use the search criteria below, then select the **Search** button.

Grant Opportunity Name

Current Application Status

-OR-

Application Status From To

Application Type

Application Number

SEARCH CLEAR

Enter the application number, click the Search button and select the link from the search results under the application number field to the open application in progress and continue working on it.

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Search Results


Export Results to Sort by:

Number of Results 1

| Application Number | Grant Opportunity Name | Application Type | Organization Legal Name | Status | Start Date | End Date |
|-------------------------|---------------------------|------------------|--|------------------------|---|----------|
| DOT01-TPCM23-2023-00001 | 2023 TAP-CMAQ-CRP Program | Competitive | City of Saratoga Springs | Application in Process |  | 21 |

Completing the Application

The Grants Gateway application consists of a series of forms. Once an application is initiated, complete these forms by clicking on the Forms menu, at the top of the page. Below is a representation of the forms menu. Additional information to complete each required form can be found on the following pages.



New York State
Grants Gateway











Home Grant Opportunity Portal Applications Contracts Payments Progress Reports Tasks

Back Men **Forms Menu** Status Changes Management

Document Information DOT01-TPCM23-2023-00001

[Details](#)

Forms

| Status | Page Name | Note |
|---|--|------|
| Contract Documents | | |
|  | Contract Document Properties | |
| Application Information | | |
|  | Print Application | |
|  | Full Version of RFP | |
|  | Application Versions | |
| Program Information | | |
|  | Project/Site Addresses | |
|  | Program Specific Questions | |
| Capital Budget | | |
|  | Other | |
|  | Capital Summary | |
| Pre-Submission Uploads | | |
|  | Pre-Submission Uploads | |
| File Folder(s) | | |
|  | Grantee Document Folder | |

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Project/Site Addresses

The first form to complete is the Project/Site Address form.

PROJECT/SITE ADDRESSES

Instructions:

1. Please complete all required fields.
2. If Project Statewide is "Yes", do not enter Address information. If Project Statewide is "No", Address information is required.
3. Select the Save button above to save your work frequently.
4. Click Forms Menu to return to the navigation links.

Name/Description:

*

Project Statewide

No

▼

*

Address 1

Address 2

City

County

▼

State

NY

Zip

Regional Council:

▼

Agency Specific Region:

▼

- In the Name/Description field, enter the project applicant's name (i.e., the **Municipality, Agency**) (e.g., **Best Town Highway Dept., City of Saratoga**).
- In the Project Statewide drop-down box, select 'No'.
- Enter the applicant's primary address, including County.
- For the "Regional Council", select the Regional Economic Development Council (REDC) from the dropdown menu. To determine the REDC, go to the [2022 REDC Guidebook](https://regionalcouncils.ny.gov/sites/default/files/2022-05/2022redcguidebook.pdf)⁶.
- For "Agency Specific Region", select the NYSDOT Region from the drop-down menu where the project is located. To determine the NYSDOT Region, go to: www.dot.ny.gov/regional-offices⁷.

Once all information has been entered, click the [SAVE] button at the top of the page.

Home | Grant Opportunity Portal | Applications | Contracts | Payments | Progress Reports | Tasks

Training Materials | Organization(s) | Profile | Logout

SAVE

CHECK GLOBAL ERRORS

⁶ [2022 REDC Guidebook](https://regionalcouncils.ny.gov/sites/default/files/2022-05/2022redcguidebook.pdf) – <https://regionalcouncils.ny.gov/sites/default/files/2022-05/2022redcguidebook.pdf>

⁷ [NYSDOT Regional Offices](http://www.dot.ny.gov/regional-offices) - <http://www.dot.ny.gov/regional-offices>

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Program Specific Questions Form

Return to the forms menu link as shown on page F-8 and select the “Program Specific Questions” link. Begin by entering a title for the project (e.g. Best Town Bike Path).

The following pages include all questions on the Program Specific Questions Form. All questions followed by a red asterisk (*) are required and **must** be answered prior to application submission. Anything with a bolded “**NOTE:**” in the following instructions is additional information provided to assist in completing the application.

****SAVE FREQUENTLY AND BETWEEN EVERY FEW RESPONSES****

The system will time out after 15 minutes when not in use or when you’ve been on the same page without hitting save, and any information entered since the last save will be lost. Therefore, saving frequently before walking away or moving to another task is important to not lose any work.

After each save, the system will show “errors” as there are questions that have not yet been answered. This does not indicate that you’ve have done anything incorrect. These “errors” serve as a reminder that required questions still need attention. As questions are completed, each time you hit save the number of “errors” will decrease. Once all questions have been answered, the system will find no additional “errors” to be addressed.

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Enter Project Title: (e.g. Pedestrian Access on Bridge Avenue)

1. ENTER THE PRIMARY CONTACT INFORMATION FOR THIS APPLICATION. *

- 1A Enter Salutation
- 1B Enter First Name
- 1C Enter Last Name
- 1D Enter Official Title

2. Enter the email address for the contact provided in question #1. *

3. Provide a contact phone number for the primary contact provided in question #1.
(e.g., 555-123-4567) *

4. **PROJECT DETAILS** (Descriptive Header, no answer required.)

5. Enter the corresponding number/letter combo that best describes the Sponsor Type from the options listed below in 5A – 5H. (e.g., a local government, enter 5A.) *

- 5A Local Government (County, Town, City, Village)
- 5B Regional Transportation Authority
- 5C Transit Agency
- 5D Natural Resources Agency (NYS Department of Environmental Conservation, NYS Parks, Recreation and Historic Preservation, local fish and game or wildlife agencies)
- 5E Public Land Agency
- 5F Tribal Governments
- 5G Local or Regional Government Agency
- 5H New York State Department of Transportation

6. Enter the project county. *

NOTE: TAP and CRP funding is available in every county. CMAQ funding is available in these 19 counties: **Albany, Chautauqua, Dutchess, Erie, Genesee, Greene, Jefferson, Livingston, Monroe, Montgomery, Niagara, Onondaga, Ontario, Orleans, Rensselaer, Saratoga, Schenectady, Schoharie, and Wayne.** Refer to the Guidebook Chapter 1, Section A. for additional information.

7. For CRP projects only, enter the corresponding number to indicate if the project is located in a Small Urban or Rural area: Enter “1” for Small Urban (population is 5,000 -49,999) or enter “2” for Rural (population less than 5,000). NOTE: CRP funding is only available in small urban or rural areas.

8. Enter the date the Sponsor attended the workshop.

NOTE: If the Sponsor participated in a live webinar workshop, enter that date; if the Sponsor viewed a pre-recorded webinar, enter the date the webinar was viewed. **It is**

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required that all Sponsors attend/view a webinar prior to submitting a TAP-CMAQ-CRP application.

9. Enter the number (1-14) that corresponds to the category that best represents the project(s). Refer to the application instructions for the project category listing. Selection of a category is not a guarantee of funding under that category. *

NOTE: Use the following table to determine the category which best represents the project(s) and enter the corresponding number in the application.

| Project Categories | TAP Eligible | CMAQ Eligible | CRP Eligible |
|---|-----------------|------------------|-----------------|
| 1. Planning, design, and construction of infrastructure related projects to improve non-driver safety and access to public transportation and enhanced mobility. | X | | X |
| 2. Construction of turnouts, overlooks, and viewing areas. | X | | |
| 3. Safe routes to school (enables and encourages children to walk or bike to school). | X | X | X |
| 4. Planning, design, and construction of on-road and off-road trail facilities for pedestrians, bicyclists, and non-motorized transportation users. | X | X | X |
| 5. Conversion and use of abandoned railroad corridors for trails for pedestrians, bicyclists, and non-motorized transportation users. | X | X | X |
| 6. Planning, design, and construction of boulevards and other roadways largely in the right-of-way of former divided highways. | X | X | X |
| 7. Travel demand management and ride share planning; including park and ride, ride share, employee transit benefits and educational outreach. | | X | X |
| 8. Congestion reduction and traffic flow improvements which includes: signalization improvements, freeway management and intersection improvements, new or expanded Intelligent Transportation Systems (e.g., traffic monitoring), integrated, interoperable emergency communications equipment, and vehicle-to-infrastructure communication equipment. | | X | X |
| 9. Transit improvements which include service expansion and amenities. | | X | X |
| 10. Freight intermodal improvements which include intermodal freight facilities and programs. | | X | X |
| 11. Alternative fuel and clean vehicle projects which include EV and green hydrogen fuel stations. | | X | X |
| 12. Community improvement activities. Inventory, control, or removal of outdoor advertising, preserve historic transportation facilities, vegetation management practices, and archeological activities. | X | | |
| 13. Environmental mitigation activities, including pollution prevention and pollution abatement activities, mitigation to address stormwater management, control and water pollution prevention, alterations to reduce vehicle-caused wildlife mortality or restore and maintain habitat connectivity. | X | | |
| 14. A project to replace street lighting and traffic control devices with energy efficient alternatives. | | | X |

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10. Based on the project county and project category selected, enter the corresponding number to indicate which program(s) is being applied for: Enter “1” for TAP only, enter “2” for CMAQ only, enter “3” for CRP only, enter “4” for TAP & CMAQ, enter “5” for TAP & CRP, enter “6” for CMAQ & CRP, enter “7” for all. *

NOTE: TAP and CRP funding is available in every county. CRP funding is only available in Small Urban (population 5,000 – 49,999) and Rural (population less than 5,000) areas. CMAQ funding is available in these 19 counties: **Albany, Chautauqua, Dutchess, Erie, Genesee, Greene, Jefferson, Livingston, Monroe, Montgomery, Niagara, Onondaga, Ontario, Orleans, Rensselaer, Saratoga, Schenectady, Schoharie, and Wayne.** Refer to the Guidebook Chapter 1, Section A for additional information.

11. Describe the project in two sentences. The first sentence should describe what will be constructed or implemented and the second should describe the beneficial outcome(s). *

Example: Construct sidewalks, multi-use trails, bike lanes, benches, and lighting along Bridge Street, from the intersection with Main Street to the intersection with Bridge Avenue, approximately 1.5 miles in length. The project integrates bicyclist, pedestrian and transit improvements in a primary urban corridor and constructs components of the City’s Complete Streets plan.

12. For linear projects, provide begin and end locations (Street names, Intersections, Mile Markers). If not applicable, enter N/A. *

13. Enter the Latitude coordinates within the range of 40.400000 to 45.100000. Include all six decimal points. Note: values outside the range provided are not in New York State. *

NOTE: If unsure of how to determine the Latitude coordinates, go to www.gps-coordinates.org, enter the project address or project mid-point for linear projects, projects with multiple locations enter the latitude for the most prominent location.

14. Enter the longitude coordinates within the range of -71.800000 to -79.800000. Include all six decimal points. Note: values outside the range provided are not in New York State. *

NOTE: If unsure of how to determine the longitude coordinates, go to www.gps-coordinates.org enter the project address or project mid-point for linear projects, projects with multiple locations enter the Longitude for the most prominent location.

15. **PROJECT BENEFITS** (descriptive header, no answer required.)

16. Provide a clearly defined, well-developed and concise project description. Include how the project relates to and addresses a surface transportation problem/need. *

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17. Describe how the proposed project provides benefits to Justice40 communities. *

NOTE: Refer to the [USDOT Equitable Transportation Community \(ETC\) Explorer](https://experience.arcgis.com/experience/0920984aa80a4362b8778d779b090723/page/ETC-Explorer---Homepage/)⁸ tool for more information on Justice40 communities.

18. Describe how the project promotes community connectivity, revitalizes the community, quality of life and can improve public health (e.g., enhances accessibility, mobility, modal connections, the trip experience, the community's transportation character, street network vibrancy, walk-ability, safety, complies with the Americans with Disabilities Act (ADA), reduces emissions or congestion). *
19. Describe how the project impacts system efficiency, enhances connections between sidewalks and transit, community centers, schools, trails, etc. *
20. Describe any unique characteristics, new approaches or innovative techniques to address the problem (e.g., cost-effective solutions, creative/innovative ways to deliver the project, use of donated materials, innovative construction materials and methods, leveraging of partnerships or funding sources, greater than 20% match). *
21. Does the project address a safety issue? If yes, describe (e.g., reduces crashes, personal injury, or fatalities, addresses a high accident location). If No, enter N/A. *
22. Is the project referenced in a regional, state or local plan (e.g., Comprehensive Master Plan, Corridor Plan, Scenic Byway Plan, Regional MPO Plan, ADA Transition Plan, Smart Growth Plan, REDC Plan or Complete Streets Plan)? *
23. If the answer to question #22 is Yes, name the document and provide a link to the plan. If the answer to question #22 is No, enter N/A. *
24. If the completed project is not available or open to the public (24 hours a day, 7 days a week, 365 days a year), describe the access restrictions. If there are no restrictions, enter N/A. *
25. The following question (25.1) is required for CMAQ, CRP and joint applications only. **If this application is for TAP funding only, enter N/A for question 25.1 and go to question #26.**
- 25.1 Clearly describe how the project (including outreach/education activities) reduces emissions or provides congestion relief through one or more of the following strategies:
- A. Reduces the number of Single Occupant Vehicles (SOVs);
 - B. Reduces idling vehicles in traffic by improving traffic flow, including before and after speed improvements;
 - C. Improves efficient modes (transit, rideshare, pedestrian, or bicycle) or shifts users to lower emissions modes;

⁸ [USDOT Equitable Transportation Community \(ETC\) Explorer – https://experience.arcgis.com/experience/0920984aa80a4362b8778d779b090723/page/ETC-Explorer---Homepage/](https://experience.arcgis.com/experience/0920984aa80a4362b8778d779b090723/page/ETC-Explorer---Homepage/)

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D. Reduces fleet emissions.

NOTE: For CMAQ PROJECTS, Quantitative air quality benefits must be provided on the "Pre-submission Upload" page (found on the Forms Menu) by utilizing the "CMAQ Technical Benefits Worksheet". Failure to fill out the CMAQ Technical Benefits Worksheet for a CMAQ application will disqualify the application. *

26. Enter the number of federal aid transportation projects the Sponsor has completed within the last 5 years. *

27. Enter the number of currently active federal aid projects. *

28. Has the Sponsor had difficulty delivering federal aid project(s) in the last five years (e.g., withdrawal, repayment, financial penalty, non-compliance with federal requirements, Federal Aid Ineligibility Notice)? *

29. If the answer to question #28 is Yes, explain. If the answer to question #28 is No, enter N/A. *

30. Project Status: Enter the corresponding number/letter combo from the options (30A - 30F) that best describes the project status. (e.g., If the project is in the planning stage, enter 30B). *

30A Not started

30B Planning stage

30C Preliminary Engineering (including NEPA determinations)

30D Final design

30E Construction

30F Other

31. **ENVIRONMENTAL REVIEWS STATUS** (Descriptive header, no answer required.)

NOTE: Additional information on State Environmental Quality Review Act (SEQR) and National Environmental Policy Act (NEPA) can be found in the Guidebook.

32. State Environmental Quality Review Act (SEQR): Enter the corresponding number/letter combo from the options (32A - 32D) that best describes the project's SEQR status. (e.g., review not started, enter 32A). *

32A Not started

32B In-process

32C Environmental determination

32D Not applicable

33. Explain the status provided in question #31. If 32A or 32D was selected, enter N/A. If you chose 32C, enter the determination and date. *

Appendix F: 2023 TAP-CMAQ-CRP Application Instructions

34. National Environmental Policy Act (NEPA): Enter the corresponding number/letter combo from the options (34A - 34D) that best describes the project's NEPA status. (e.g., not started, enter 34A). *

34A Not started
34B In-process
34C Environmental determination
34D Not applicable

35. Explain the status provided in question #34. If 34A or 34D was selected, enter N/A. If you chose 34C, enter the determination and date. *

36. Will the project potentially affect any district, site, building, structure, or object that is listed, or eligible for listing on the National Register of Historic Places? *

37. If the answer to question #36 is Yes, explain. If the answer to question #35 is No, enter N/A. *

38. Is utility relocation required within the project boundaries? *

39. If the answer to question #38 is Yes, describe. If the answer to question #38 is No, enter N/A. *

40. Describe any unusual/unique features or issues which may hinder or slow the project's delivery. If no unusual features, enter N/A. *

41. Describe maintenance and operation plans for the project's service life. *

42. **PROJECT DELIVERABLES** (Descriptive header, no answer required.)

NOTE: For project deliverables definitions, see Guidebook, Appendix E.

43. Enter the anticipated project implementation date. *

NOTE: For infrastructure projects enter the anticipated construction letting date. For non-infrastructure projects enter the anticipated contract agreement date. See appendices B, C and D for details.

44. Enter the status of the final design report from options (44A - 44D). *

44A Not started
44B In process
44C Environmental determination
44D Not applicable

45. Enter the anticipated final design report completion date. If the answer to #44 is 44D (not applicable) do not enter the date and continue to the next question.

Appendix F: 2023 TAP-CMAQ-CRP Application Instructions

46. Enter the status of the Advanced Detail Plans (ADPs) from options (46A - 46D). *

- 46A Not started
- 46B Initiated
- 46C Completed
- 46D Not applicable

47. Enter the anticipated Advanced Detail Plans (ADPs) completion date. If the answer to #46 is 46D (not applicable) do not enter the date and continue to the next question.

48. Enter the status of the bid proposal documents including plans, specifications and estimates (PS&E) from options (48A - 48D). *

- 48A Not started
- 48B Initiated
- 48C Completed
- 48D Not applicable

49. Enter the anticipated completion date of the bid proposal documents including plans, specifications and estimates (PS&E). If the answer to #48 is 48D (not applicable) do not enter the date and continue to the next question.

50. Enter the anticipated project completion date. *

51. Is the anticipated project implementation/construction letting date within 24 months of State-Local Agreement (SLA) execution? *

NOTE: SLA is typically executed within 3 – 6 months after project selection.

52. If the answer to question #51 is No, explain why. If the answer to question #51 is Yes, enter N/A. *

53. **RIGHT-OF-WAY (ROW)** (Descriptive header, no answer required.)

54. Does this project require ROW? *

55. Describe ROW needs. If ROW is not needed, enter N/A. *

56. What is the number of anticipated ROW acquisitions, leases and easements? If none, enter 0. *

Note: Any anticipated ROW acquisitions, leases and easements information must be provided on the "Pre-submission Upload" page (found on the Forms Menu) by utilizing the "ROW Worksheet" template.

Appendix F: 2023 TAP-CMAQ-CRP Application Instructions

57. Will the project cross, conflict with or involve any railroad ROW? *
58. If the answer to question #57 is Yes, describe. If the answer to question #57 is No, enter N/A *
59. Was the project submitted for a pre-review? If yes, upload a copy of the Comments Form received on the “Pre-Submission Upload” screen (found on the forms menu).
- Note:** Provided that the final application includes the Pre-Review Comment Form, received as a result of the application pre-review, potential bonus points will be added to the application score.
60. Did a NYS professional engineer review this project? If yes, upload a copy of the letter on the “Pre-Submission Upload” screen (found on the forms menu).
61. Provide any additional project information that should be considered.

Once all questions have been answered, make sure to click [SAVE] at the top of the page and return to the Forms Menu.

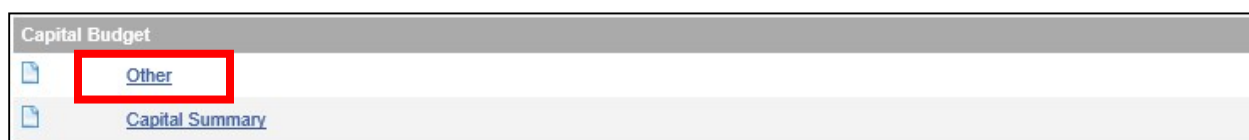
Appendix F: 2023 TAP-CMAQ-CRP Application Instructions

Budget

Prior to entering the information into the “Capital Budget” section of the application in Grants Gateway, applicants must first complete the “Budget Summary Worksheet”. The “Budget Summary Worksheet” can be found under the “Project Budget Estimate & Funding Sources” section of the Pre-Submission Upload page. See the “Budget Summary Worksheet Instructions” information for detailed instructions on how to complete the worksheet. Applicants will enter the information from the completed “Budget Summary Worksheet” page into the Capital Budget section of the application detailed below. The completed “Budget Summary Worksheet” is a required document on the Pre-Submission Upload page.

****SAVE FREQUENTLY AND BETWEEN EVERY FEW RESPONSES****

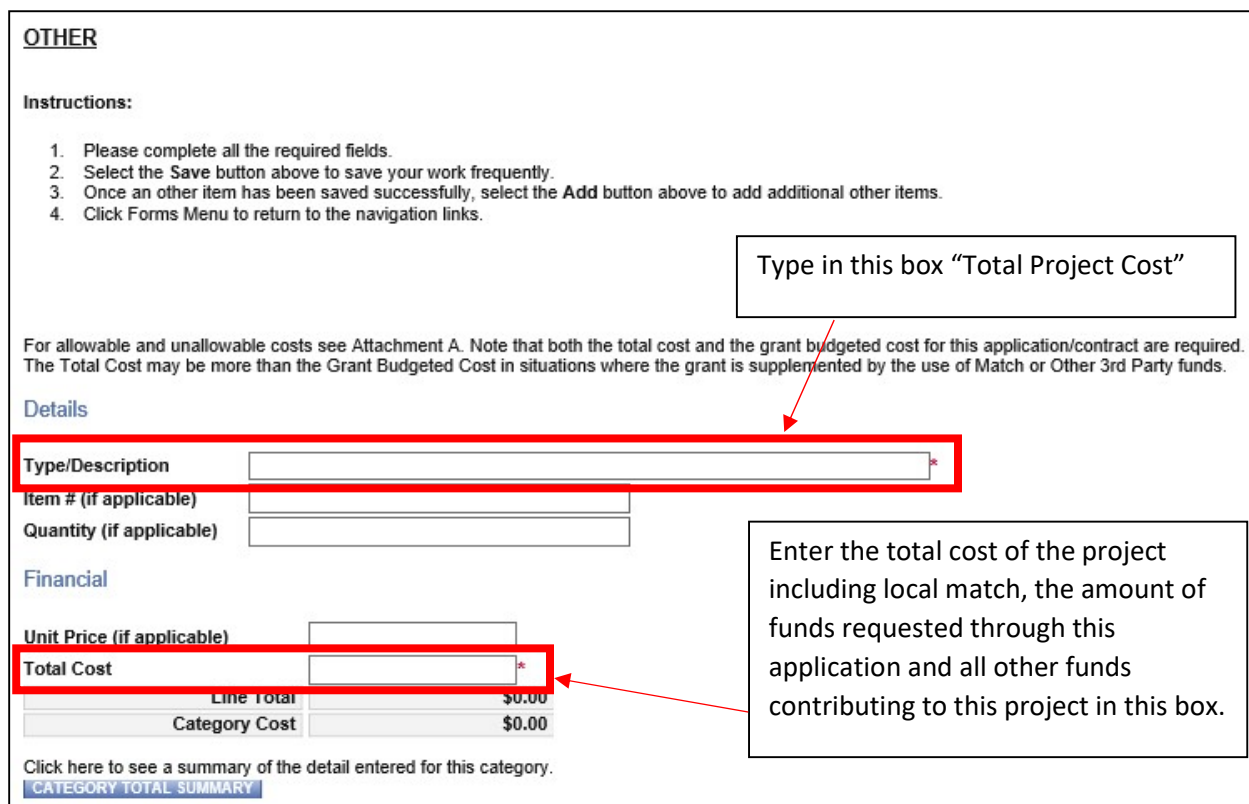
From the Forms menu, click the “Other” link under the Capital Budget heading.



A screenshot of a web application menu titled "Capital Budget". It contains two links: "Other" and "Capital Summary". The "Other" link is highlighted with a red rectangular box.

Next, applicants are directed to a screen shown below:

NOTE: Add information only to areas highlighted with **red boxes**.



The screenshot shows the "OTHER" form page. At the top, the word "OTHER" is underlined. Below it, the "Instructions:" section lists four steps. A callout box points to a large text input field with the text "Type in this box 'Total Project Cost'". Below the instructions, a note states: "For allowable and unallowable costs see Attachment A. Note that both the total cost and the grant budgeted cost for this application/contract are required. The Total Cost may be more than the Grant Budgeted Cost in situations where the grant is supplemented by the use of Match or Other 3rd Party funds." The "Details" section contains three input fields: "Type/Description" (highlighted with a red box), "Item # (if applicable)", and "Quantity (if applicable)". The "Financial" section contains two input fields: "Unit Price (if applicable)" and "Total Cost" (highlighted with a red box). Below these are two rows: "Line Total" with a value of "\$0.00" and "Category Cost" with a value of "\$0.00". A callout box points to the "Total Cost" field with the text "Enter the total cost of the project including local match, the amount of funds requested through this application and all other funds contributing to this project in this box." At the bottom, there is a link that says "Click here to see a summary of the detail entered for this category." and a button labeled "CATEGORY TOTAL SUMMARY".

Appendix F: 2023 TAP-CMAQ-CRP Application Instructions

Complete the Type/Description field by entering, "Total Project Cost". Next, fill-in the Total Cost field by entering the total project cost including local match, funds being requested from this grant and all other funds going towards the project. *Do not add any information to the Item #, Quantity or Unit Price fields.*

Total Project Cost = (funds requested) + (local match) + (all other funds)

When both fields have been completed, click the [SAVE] button at the top of the page. Return to the Forms menu and click the Capital Summary link under the Capital Budget heading.

Next, the Capital Summary page will appear (shown below).

Before completing the "Capital Summary" table, first prepare a detailed project estimate and complete the "Budget Summary Worksheet". The detailed project estimate can be in any format you choose. Resources are available on the TAP-CMAQ-CRP website.

The "Budget Summary Worksheet" is located on the forms menu/pre-submission uploads page. You will need to upload both the detailed project estimate and the "Budget Summary Worksheet" through the "Pre-Submission Uploads" page of the application.

| Category of Expense | Grant Funds * | Match Funds | Match % Calculated | Match % Required | Other Funds | Total |
|--------------------------------|---------------|-------------|--------------------|------------------|-------------|--------|
| 1. Scoping and Pre Development | \$0.00 | \$0.00 | % | 0% | \$0.00 | \$0.00 |
| 2. Design | \$0.00 | \$0.00 | % | 0% | \$0.00 | \$0.00 |
| 3. Acquisition | \$0.00 | \$0.00 | % | 0% | \$0.00 | \$0.00 |
| 4. Construction | \$0.00 | \$0.00 | % | 0% | \$0.00 | \$0.00 |
| 5. Administration | \$0.00 | \$0.00 | % | 0% | \$0.00 | \$0.00 |
| 6. Work Capital/Reserves | \$0.00 | \$0.00 | % | 0% | \$0.00 | \$0.00 |
| 7. Other | \$0.00 | \$0.00 | % | 0% | \$0.00 | \$0.00 |
| Total | \$0.00 | \$0.00 | 0% | 0% | \$0.00 | \$0.00 |
| Period Total | \$0.00 | \$0.00 | | | | |

Do not fill in the greyed-out rows (1 – 6). Only enter data in row 7, "Other".

Use the completed "Budget Summary Worksheet" information to fill out the required Capital Summary fields in Row 7.

- In the 'Grant Funds' column, enter the total amount of Federal Aid funds being requested.
- In the 'Match Funds' column, enter the total amount of Local Match funds.
- In the 'Other Funds' column, enter the total amount of all other funds included in this project.

Click the [SAVE] button at the top of the page and the system will calculate the Total Project Cost.

Compare the totals on your "Budget Summary Worksheet" to the values entered in the "Capital Summary", confirm they are the same.

Appendix F: 2023 TAP-CMAQ-CRP Application Instructions

A project example requesting \$5 million in Federal Aid, has \$1.25 million in Local Match funds and \$2.08 million in Other funds, for a Total Project Cost of \$8.33 million follows.

Disregard the “Match % Calculated” column as this does not correlate to the TAP-CMAQ-CRP program local match calculation.

| Category of Expense | Grant Funds * | Match Funds | Match % Calculated | Match % Required | Other Funds | Total |
|--------------------------------|-----------------------|-----------------------|--------------------|------------------|-----------------------|-----------------------|
| 1. Scoping and Pre Development | \$0 | \$0 | 0% | 0% | \$0 | \$0 |
| 2. Design | \$0 | \$0 | 0% | 0% | \$0 | \$0 |
| 3. Acquisition | \$0 | \$0 | 0% | 0% | \$0 | \$0 |
| 4. Construction | \$0 | \$0 | 0% | 0% | \$0 | \$0 |
| 5. Administration | \$0 | \$0 | 0% | 0% | \$0 | \$0 |
| 6. Work Capital/Reserves | \$0 | \$0 | 0% | 0% | \$0 | \$0 |
| 7. Other | \$5,000,000.00 | \$1,250,000.00 | 25% | 0% | \$2,080,000.00 | \$8,330,000.00 |
| Total | \$5,000,000.00 | \$1,250,000.00 | 25% | 0% | \$2,080,000.00 | \$8,330,000.00 |
| Period Total | \$0.00 | | | | | |

NOTE: The value calculated on the Capital Summary Page in the “Total” column must match the “Total Cost” entered on the OTHER Page or the system will generate the following error.



Page Error(s)

Other Total Cost must equal Grant Funds + Match Funds + Other Funds.
Capital Summary Total cannot be \$0.00.

Once the requested budget information is entered, click the [SAVE] button at the top of the page. Return to the Forms menu and click the link “Pre-Submission Uploads”.

Pre-Submission Uploads



[Pre-Submission Uploads](#)

Pre-Submission Uploads

The final portion of the application to be completed is the Pre-Submission Uploads page. Applicants must upload all mandatory supporting documents identified with a red asterisk (*) in the application to submit the application. In addition, there are documents that may not be required and are missing the red asterisk (*), however, are necessary to submit a complete application (e.g. all CMAQ projects must submit a CMAQ Technical Benefits Worksheet, a detailed project budget).

The following is a list of documents to be submitted on the Pre-Submission Upload Page:

- **Pre-review Comment Form** (applicants who submitted their application for pre-review will have a pre-review comment form)
- **Detailed Project Estimate*** (See TAP-CMAQ-CRP Website for resources)
- **Budget Summary Worksheet*** (Template provided)
- **Detailed Project Schedule*** (See TAP-CMAQ-CRP Website resources)
- **Documentation of Community Support*** (See Guidebook for details)
- **Verification of Match Assurance*** (See Guidebook for details)

Appendix F: 2023 TAP-CMAQ-CRP Application Instructions

- **Project Map*** (See Guidebook for details) No cloud app maps. Maps required must be of current existing conditions and must remain static for the record.
- **Right of Way Documentation** (ROW Worksheet template provided *and is mandatory for any projects involving ROW*)
- **CMAQ Technical Benefits Worksheet** (*Mandatory for all CMAQ Projects*)
- **NEPA Information** (See Guidebook for details)
- **SEQRA Information** (See Guidebook for details)
- **Project Management Plan** (See TAP-CMAQ-CRP Website resources)
- **Plans or Drawings** (See Guidebook for details)
- **NYS Professional Engineer Project Review Letter** (See Guidebook for details)
- **Other applicable information** (This section of the Upload Page can be used if applicants have additional relevant project information to share.)

NOTE: When saving files, use naming convention of applicant name and brief description of the document. If submitting multiple applications, add a number to the file name to distinguish between applications (e.g. BestTownBikePathBudget1 or BestTownSidewalkBudget2).

Tips for Uploading Documents

- Upload materials one at a time, saving after each upload.
- Each upload window on Grants Gateway accepts only one file. Uploading multiple files will delete the previously uploaded file. Combine multi-page support materials into a single file or utilize the “Other Applicable Information” fields provided.
- Documents to be uploaded cannot be password protected. Do not place any password protection security on an uploaded document.
- Accepted file types include Adobe Acrobat PDFs, Microsoft Word DOC or DOCX, Microsoft Excel XLSX or XLS, Microsoft PowerPoint PPT or PPTX.
- Each individual file cannot be larger than 10MBs.
- Regarding Maps – no cloud app maps. Maps must show current existing conditions and must remain static for the record.
- Templates are provided within Grants Gateway for “Budget Summary Worksheet”, “CMAQ Technical Benefits Worksheet”, “ROW Worksheet”. Download the template, save it to your computer, complete template, **resave with the appropriate project name** and upload it to the designated location on the “Pre-Submission Upload” page.

Submitting the Application

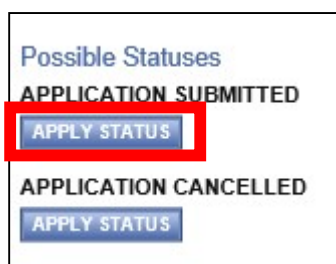
When submitting the application in the Grants Gateway, **only a Grantee Contract Signatory or a Grantee System Administrator** can submit an application on behalf of the organization. Staff assigned different roles, as defined in the Grants Gateway System, may be able to initiate an application, however, the final submission must be completed by a **Grantee Contract Signatory or a Grantee System Administrator**.

Appendix F: 2023 TAP-CMAQ-CRP Application Instructions

To submit the final application, click on the “Status Changes” link.



There are two options. “Application Submitted” or “Application Cancelled”. To submit the application, click the [APPLY STATUS] button under the Application Submitted status.



After clicking on [APPLY STATUS], the following attestation asks for verification that the person submitting the application is authorized to submit the application on behalf of the organization. By clicking on “I Agree”, the application will be successfully submitted, and the “Application Main Page” will appear.

Agreement

Please make a selection below to continue.

By clicking the **I Agree** button below, you certify and agree that you are authorized on behalf of the applicant and its governing body to commit the applicant to comply with the requirements of Article 15-A of the New York State Executive Law: Participation By Minority Group Members and Women With Respect To State Contracts by providing opportunities for Minority-owned Business Enterprise (MBE)/Woman-owned Business Enterprise (WBE) participation. You further certify that the applicant will maintain such records and take such actions necessary to demonstrate such compliance throughout the completion of the project.

By clicking the **I Agree** button below, you certify that you are authorized on behalf of the applicant and its governing body to submit this application. You further certify that all of the information contained in this Application and in all statements, data and supporting documents which have been made or furnished for the purpose of receiving Assistance for the project described in this application, are true, correct and complete to the best of your knowledge and belief. You acknowledge that offering a written instrument knowing that the written instrument contains a false statement or false information, with the intent to defraud the State or any political subdivision, public authority or public benefit corporation of the State, with the knowledge or belief that it will be filed with or recorded by the State or any political subdivision, public authority or public benefit corporation of the State, constitutes a crime under New York State Law.

I AGREE **I DO NOT AGREE**

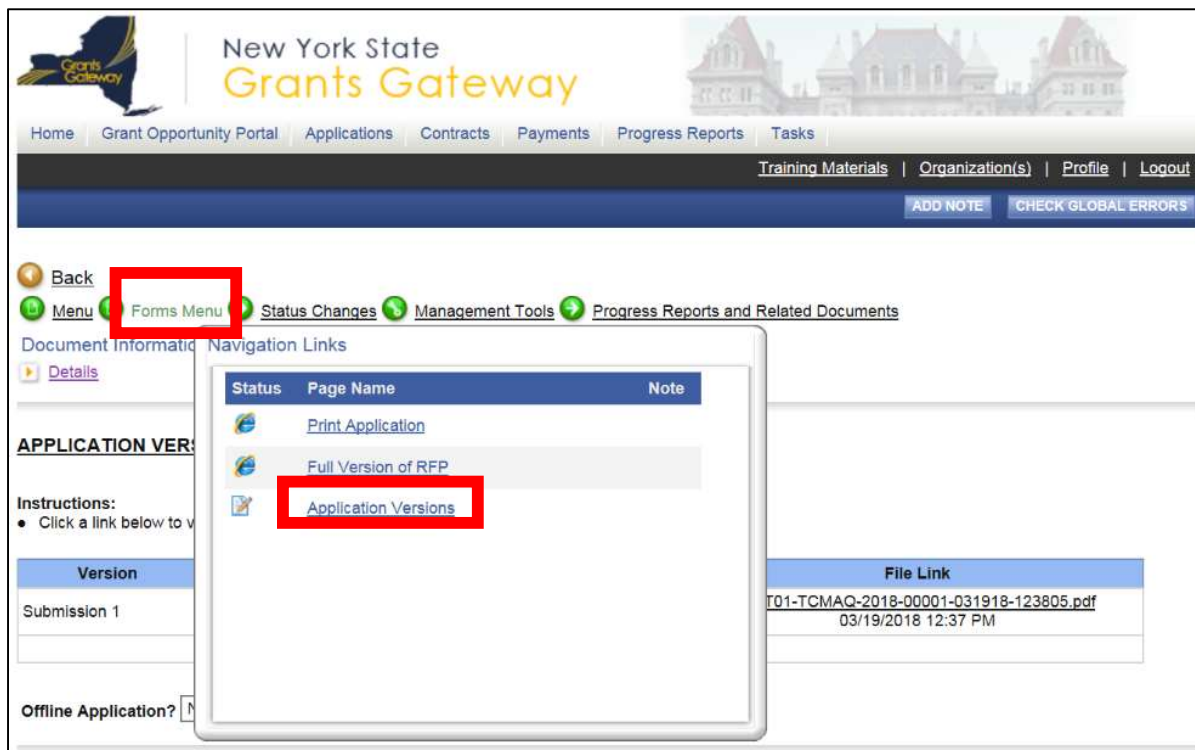
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For verification that the application was submitted, click on the Details link. If the application is successfully submitted, the application’s Current Status will show “Assignment of Reviewers”.

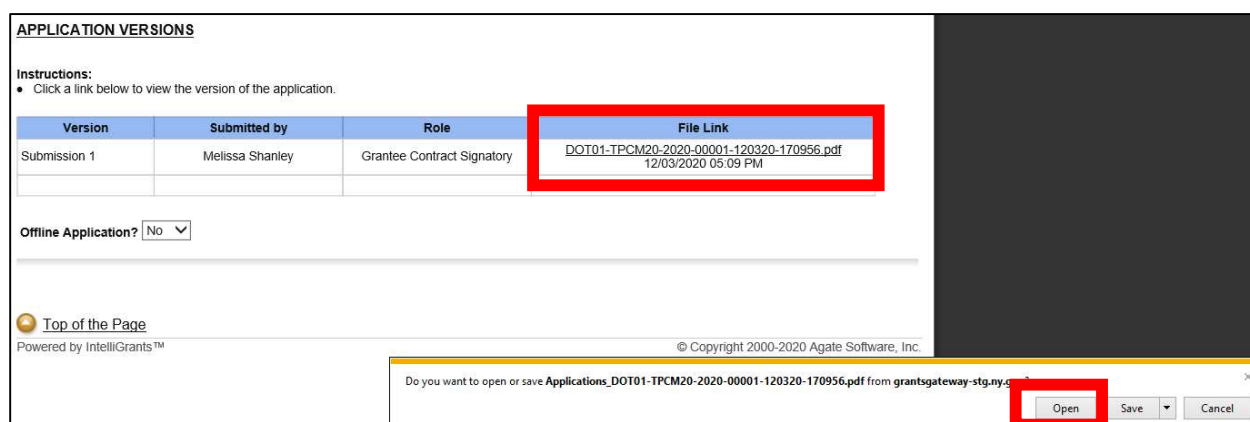
| Back | Menu | Forms Menu | Status Changes | Management Tools | Progress Reports and Related Documents |
|--|----------------------|---|--------------------------------|----------------------------------|--|
| Document Information DOT01-TPCM23-2023-00001 | | | | | |
| Details | | | | | |
| Info | Document Type | Organization | Role | Current Status | Period Date / Date Due |
| | Application/Contract | Capital District Transportation Authority | Grantee Contract Signatory | Assignment of Reviewers | N/A - N/A N/A |

Appendix F: 2023 TAP-CMAQ-CRP Application Instructions

To print the submitted application, return to Forms page by clicking on the “Forms Menu”, at the top of the page.




Then select “Application Versions” and you will be directed to a screen that will look like the following. Click the link under the heading File Link.



A pop up will open asking if you would like to open or save. Click “Open”

Appendix F: 2023 TAP-CMAQ-CRP Application Instructions



New York State
Grants Gateway

2023 TAP-CMAQ-CRP Program

City of Saratoga Springs
DOT01-TPCM23-2023-00001
Test
Submitted: Aug 25, 2023 11:42AM

Grant Opportunity:

- Department of Transportation
- DOT01-TPCM23-2023-00001

This is a PDF version of the submitted application which can be printed or saved electronically. The Applicant may return at any time to access the submitted application.

Budget Summary Worksheet Instructions

A Detailed Project Estimate is required as part of every TAP-CMAQ-CRP application. Using data from the Detailed Project Estimate, complete the TAP-CMAQ-CRP Budget Summary Worksheet. In the left chart, in the Total Column, **Applicants Enter**:

1. Estimated total cost for ROW (typically between 5% - 15% of Total Project Costs)

Notes: ROW Costs may account for no more than fifteen percent of the requested funding and must meet all requirements of the Uniform Act. Be sure to include costs for both ROW Incidentals and ROW Acquisition. Costs include physical inspection of the proposed acquisitions, title searches, certification of property interests, appraisal/appraisal review activities, mapping, surveys and the costs of property purchase.

2. Estimated total cost for preliminary design
3. Estimated total cost for final design

Appendix F: 2023 TAP-CMAQ-CRP Application Instructions

4. Estimated total cost for construction
5. Based on construction costs an eight percent contingency amount should be entered. This accounts for mobilization and any field change payments which may arise during construction. The 12% is NOT calculated automatically as some projects will not make use of this contingency.

Note: If the project is NOT a construction project such as a CMAQ non-infrastructure type project, the amount to enter is "0".

6. Estimated total cost for construction inspection
7. Estimated total cost for the Project Manager
8. Estimated total cost for any "other costs" associated with the project that may not have been captured in the costs already entered above.
9. The amount is totaled.

Note: This amount is entered in the Grants Gateway application, on the budget/capital summary page.

The total project cost is carried to the right side of the worksheet.

Example:

| 2023 TAP-CMAQ-CRP Budget Summary | |
|--|--------------|
| Using figures from the required Detailed Project Estimate, complete the following: | |
| Project Components | Total |
| ROW (Inc & Acq) | \$0 |
| Preliminary Design | \$0 |
| Final Design | \$0 |
| Construction | \$0 |
| 12% Contingency ¹ | \$0 |
| Construction Inspection | \$0 |
| Project Manager | \$0 |
| Other Costs | \$0 |
| Total Project Cost² | \$0 |

Notes:

1) the 12% contingency represents Mobilization and Field Change Payment (as a percent of construction ONLY)

2) This cost should be entered in your application, Budget/Capital Summary

| | |
|---|-------------------------|
| 1. Total Project Cost: | \$0 |
| 2. Amount of Funds Requested: | \$0 |
| Min \$500,000 - Max. \$5 Million | INVALID REQUEST! |
| 3. Total Remainder to be Funded: | \$0 |
| 4. Amount of Local Match: Min 20% | \$0 |
| 5. Local Match Provider Name: | |
| 6. Amount of Additional Funds Required: | \$0 |
| 7. Name the source(s) and amount of "Additional" Funds: | |
| | |
| | \$0 |
| Total Additional Funds: | \$0 |

| | Low Range (%) of Total Cost | High Range (%) of Total Cost | Calculated Low Value | User Input Value | Calculated High Value |
|---------------------------------|--------------------------------|---------------------------------|-------------------------|------------------|-----------------------|
| Construction Inspection | 12% | 15% | \$0 | \$0 | \$0 |
| Right-of-Way ³ | 0% | 15% | \$0 | \$0 | \$0 |
| Design (Preliminary & Final) | 20% | 25% | \$0 | \$0 | \$0 |

3) Maximum ROW costs is 15 percent of the Total Project Cost and must meet all requirements under the Uniform Act.

On the worksheet's right side, **Applicants:**

10. Enter the amount of funding being requested in line #2:

Notes: This amount may account for no more than 80 percent of the total project cost.

Appendix F: 2023 TAP-CMAQ-CRP Application Instructions

The amount requested must be a minimum of \$500,000 and may not exceed \$5,000,000. When 80 percent of the total project cost is requested within the program's limits an "OK" will be shown and the "Amount of Funds Requested" box will turn green, as shown below:

| | |
|-----------------------------------|-------------|
| 1. Total Project Cost: | \$1,217,000 |
| 2. Amount of Funds Requested: | \$973,600 |
| Min \$500,000 - Max. \$5 Million | OK |
| 3. Total Remainder to be Funded: | \$243,400 |
| 4. Amount of Local Match: Min 20% | \$243,400 |

Line #3 will show the calculated remainder to be funded.

Line #4 will show the calculated amount of local match.

Note: This required amount is a minimum of 20 percent of the total project cost.

11. Enter the local match provider name in line #5:

Example:

| | |
|---|-----|
| 5. Local Match Provider Name: | |
| Best Town | |
| 6. Amount of Additional Funds Required: | \$0 |
| 7. Name the source(s) and amount of "Additional" Funds: | |
| | |
| | |
| | \$0 |
| Total Additional Funds: | |
| | \$0 |

When line # 6 the "Amount of Additional Funds Required" line equals \$0. The worksheet is complete. Save the budget summary worksheet. It will be a required upload to the application in Grants Gateway on the "Pre-submission Upload" page. If line # 6 does not equal \$0 for your project, additional instructions are provided. Continue with the instructions.

At the bottom of the page is a chart which shows typical ranges for specific project phases.

| | Low Range (% of Total Cost) | High Range (% of Total Cost) | Calculated Low Value | User Input Value | Calculated High Value |
|---------------------------------|--------------------------------|---------------------------------|-------------------------|------------------|--------------------------|
| Construction Inspection | 10% | 12% | \$121,700 | \$125,000 | \$146,040 |
| Right-of-Way ³ | 0% | 15% | \$0 | \$100,000 | \$182,550 |
| Design (Preliminary & Final) | 20% | 25% | \$243,400 | \$250,000 | \$304,250 |

³) Maximum ROW costs is 15 percent of the Total Project Cost and must meet all requirements under the Uniform Act.

These ranges are typical for most TAP-CMAQ-CRP projects; however, all projects are not the same and may vary outside of these ranges. **ROW may account for no more than 15 percent of the requested funding.** If the ROW box is red, adjust the project budget and associated work scope to be under the 15 percent maximum threshold. For construction inspection, total project costs over \$1M will calculate at 12% and for total project costs under \$1M, will calculate at 15%. The chart is provided as a guide to highlight that perhaps the Sponsor/Applicant take a closer look at the estimated project costs.

Appendix F: 2023 TAP-CMAQ-CRP Application Instructions

Note: There are projects which make use of several funding sources, or the total project cost is higher than the maximum TAP-CMAQ-CRP funding request allowed under this solicitation. These projects would show a remainder on line #6, "Amount of Additional Funds Required." If this line does not equal \$0, continue with the following directions to complete the worksheet.

In these cases, a table is provided under Line #7, "Name the source(s) and amount of 'Additional Funds:' to account for how the remainder of the project will be funded.

12. Enter the name(s) and amount(s) of additional funds already secured for the project in the table under line #7:

If these additional fund sources are at some other status than "already have been secured" for the project, make note of the other status, such as "proposed" or "in process of applying".

Example:

2023 TAP-CMAQ-CRP Budget Summary
Using figures from the required Detailed Project Estimate, complete the following:

| Project Components | Total |
|---------------------------------------|--------------------|
| ROW (Inc & Acq) | \$461,500 |
| Preliminary Design | \$1,000,000 |
| Final Design | \$1,000,000 |
| Construction | \$5,250,000 |
| 12% Contingency ¹ | \$420,000 |
| Construction Inspection | \$975,000 |
| Project Manager | \$250,000 |
| Other Costs | \$260,000 |
| Total Project Cost² | \$9,616,500 |

Notes:
1) the 12% contingency represents Mobilization and Field Change Payment (as a percent of construction ONLY)
2) This cost should be entered in your application, Budget/Capital Summary

| | Low Range (%) of Total Cost | High Range (%) of Total Cost | Calculated Low Value | User Input Value | Calculated High Value |
|------------------------------|--------------------------------|---------------------------------|----------------------|------------------|-----------------------|
| Construction Inspection | 10% | 12% | \$961,650 | \$975,000 | \$1,153,980 |
| Right-of-Way ³ | 0% | 15% | \$0 | \$461,500 | \$1,442,475 |
| Design (Preliminary & Final) | 20% | 25% | \$1,923,300 | \$2,000,000 | \$2,404,125 |

3) Maximum ROW costs is 15 percent of the Total Project Cost and must meet all requirements under the Uniform Act.

1. Total Project Cost: \$9,616,500
2. Amount of Funds Requested: \$5,000,000
Min \$500,000 - Max. \$5 Million
OK
3. Total Remainder to be Funded: \$4,616,500
4. Amount of Local Match: Min 20%
\$1,250,000
5. Local Match Provider Name:
6. Amount of Additional Funds Required: **\$3,366,500**
7. Name the source(s) and amount of "Additional" Funds:
DRI Grant \$3,000,000
CHIPs Funding \$366,500
Total Additional Funds: **\$3,366,500**

When the amount of "Total Additional Funds" equals the "Amount of Additional Funds Required" to fully fund the project completely (line #6), as shown above. The worksheet is complete.

Save the budget summary worksheet. It is a required upload to the application in Grants Gateway on the "Pre-submission Upload" page.

CMAQ Technical Benefits Worksheet Instructions

INSTRUCTIONS FOR APPLICATIONS REQUESTING “CMAQ” FUNDS

Based on the project type selected, different technical information/data is required for NYSDOT to estimate the emissions benefits. The data elements for each CMAQ project category requested are as follows.

Note:

- When making assumptions, be conservative. Do not exaggerate the benefits of a project to inflate the cost/benefit ratio.
- The Sponsor is responsible for estimating the transportation impacts of the proposed project on vehicle volumes, speeds, engine technology, etc.
- For assistance with this portion of the application, contact TAP-CMAQ@dot.ny.gov

All CMAQ Project Category selections require the Anticipated Benefits Chart (below) to be completed.

| Anticipated Benefits | Before | After |
|---------------------------------|--------|-------|
| Number of Vehicles (daily) | | |
| Fuel Type of Vehicles | | |
| Miles per Day per Vehicle | | |
| Service Operation Days per Year | | |
| Average Speed | | |

Number of Vehicles: Enter the number of vehicles affected by the project in the “before” and “after” columns as indicated below.

For category chosen (this is the category indicated in the table shown in question 8 of the application):

Categories 3, 4 and 5: Enter the number of single occupant passenger vehicles. For example, if the project is expected to reduce 50 single occupant vehicles (SOV) on a road with an average annual daily volume of 40,000, the “Before” value is 40,000 and the “After” value is 39,950.

Categories 6 and 8: Enter the number of vehicles (usually all/every type of vehicle using the facility). For example, if the project will improve signal timing on a facility or corridor with 40,000 average annual daily volume, then enter 40,000 in the “Before” field and 40,000 in the “After” field, if there are no additional induced vehicles. If the project only affects peak period traffic, use the affected peak period volumes as the daily volume of traffic affected by the project.

Categories 7 and 9: Enter the number of passenger vehicles. If the project is expected reduce 50 single occupant vehicles (SOV) on a road with an average annual daily volume of 40,000, the “before” value is 40,000 and the “after” value is 39,950. Note: For Category 9, the volume, distance traveled, and speed of any additional transit buses needs to be provided as specified later in this Appendix.

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Category 10: Enter the number of on-road freight vehicles. For example, if the project is expected to divert 100 on-road tractor-trailers to rail, the “before” value is 100 and the “after” value is 0. If the project is claiming credit for reducing the vehicle miles traveled (VMT) from a portion of a given freight route, then enter an equal number of trucks in the “before” and “after” fields.

Category 11: Enter the number vehicles. For example, if the project is expected to result in the replacement of 100 diesel trucks with 100 CNG trucks, enter 100 in both the “before” and “after” fields.

Fuel Type of Vehicles:

For Categories 3, 4, 5, 6, 7, 8, and 9: select N/A.

For Categories 10, and 11: Enter the fuel type (gasoline, diesel, CNG, or electric) of the vehicles affected by the project in the “before”: and “after” condition.

| Anticipated Benefits | Before | After |
|---------------------------------|-------------------------------------|--|
| Number of vehicles (daily) | 100 | 100 |
| Fuel Type of Vehicles | <input type="text" value="Diesel"/> | <input type="text" value=""/> |
| Miles per Day per Vehicle | | <div>Gas Diesel CNG Electric N/A</div> |
| Service Operation Days per Year | | |

Miles per Day per Vehicle: Enter the distances in the “before” and “after” columns as indicated below. If category chosen:

Categories 3, 4, 5, and 9: Enter the daily round trip distance of the targeted single occupant vehicle fleet. This value should be the same in the “before” and “after” column. The number of vehicles reduced (above) typically achieves the vehicle miles traveled reductions achieved through such projects.

Categories 6 and 8: Enter the distance of roadway or the targeted corridor (in miles). This value should be the same in the “before” and “after” column.

Category 7: Enter the daily round trip distance of the targeted single occupant vehicle fleet. This value should be the same in the “before” and “after” column. The number of vehicles reduced (above) typically achieves the vehicle miles traveled reductions achieved through such projects. However, if the project is also or alternatively claiming benefits for reduced commute distances, the miles per day per vehicle could be different in the “before” and “after” condition.

Category 10: Enter the daily trip distance of the targeted freight truck fleet. This value should be the same in the “before” and “after” condition when the project effect is to remove truck volume from a given route. If the “last mile” is included or the project only reduces truck miles traveled on a portion of a larger targeted freight route, enter appropriate daily trip distances in the before and after fields. The value should represent a weighted average of the reduced VMT for all vehicles directly affected by the project.

Category 11: Enter the daily trip distance of the targeted vehicles. This value should be the same in the “before” and “after” condition. The value should represent a weighted average of the miles traveled for all vehicles directly affected by the project.

Service Operation Days per Year: For all Categories: Enter the number of days the project will have an effect. For example, weekday-workweek projects, travel, or services typically operate about 260 days per year. A project that targets all trip types or one with continuous service, including weekends, operates up to 365 days per year.

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Average Speed: For all Categories: Enter the average speed of the targeted vehicle fleet. If category chosen:

Categories 3, 4 and 5: Enter the average speed of the targeted SOV fleet. This value should be equal in the “Before” and “After” scenario unless so many vehicles are being removed from the facility as a result of the project that the average operating speed of the affected facilities changes.

Categories 6 and 8: Enter the average speed of the targeted vehicle fleet. This value should be different in the “Before” and “After” scenario. The speeds chosen should be based on the output of a valid traffic demand model and be based on reasonable engineering judgment. Speeds based on the Highway Capacity Manual (HCM)⁹ are also acceptable.

Categories 7 and 9: Enter the average speed of the targeted SOV vehicle fleet. This value should be equal in the “Before” and “After” scenario unless so many vehicles are being removed from the facility as a result of the project that the average operating speed of the affected facilities changes. Note: For Category 9, the volume, distance traveled, and speed of any additional transit buses needs to be provided as specified later in this Appendix.

Category 10: Enter the average speed of the targeted freight vehicles on the route of the diverted trip. This value should be equal in the “before” and “after” scenario unless so many vehicles are being removed from the facility as a result of the project that the average operating speed of the affected facilities changes. **NOTE: If the project is for the installation of EV charging or a green hydrogen fueling station enter “0”.**

Category 11: Enter the in-service average speed of the targeted vehicles. This value should be equal in the “before” and “after” scenario.

Type of Vehicle Chart

Type of Vehicle: For Categories 9, 10, and 11, enter the type of truck affected by the project in the “before” and “after” field. Note: For Categories 3, 4, 5 and 7, NYSDOT assumes the only affected vehicles are passenger vehicles. For Categories 6 and 8, NYSDOT assumes that all vehicle types are affected by the project.

| Type of Vehicle |
|---|
| Bikeway Information (Altern |
| Segment Length of Associated Roadway |
| Vehicular AADT on Associated Roadway |
| Average Vehicular Speed on Associated Roadway |

Single Unit Long Haul

Single Unit Short Haul

Combination Long Haul

Combination Short Haul

Refuse Truck

Transit Bus

School Bus

Light Commercial Truck

Intercity Bus

NOTE: If the project is for the installation of EV charging or a green hydrogen fueling station NYSDOT assumes that all vehicle types are affected by the project.

⁹ [Highway Capacity Manual \(HCM\)](https://www.dot.ny.gov/divisions/engineering/design/dqab/hdm) - <https://www.dot.ny.gov/divisions/engineering/design/dqab/hdm>

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Additional CMAQ Charts Based on Category Choices

Category 9: Transit Improvements

Emissions Offset for Additional Buses Chart (If Applicable)

Emissions Offset (If Applicable): If the proposed transit service involves additional bus miles of travel, account for the bus activity here. Enter the number of additional transit buses, the operating speed (in miles per hour) of those buses, the average daily distance each bus travels (in miles), and days per year of operation. If the improved service requires no additional bus vehicle miles traveled, offset data is not required.

For Additional Buses:

| Transit | Bus Offset |
|--------------------------------------|------------|
| Number of Additional Transit Buses | |
| Average Speed of Transit Vehicles | |
| Miles per Day per Transit Vehicle | |
| SOV Vehicle Induction, if applicable | |

Category 10: Freight Intermodal Improvements

Idle Reduction Chart (Category 10)

Idle Reduction: If the project is primarily or includes an idle reduction component (e.g. installation of auxiliary power units or truck stop electrification technologies), enter the number of hours per day of idle reduced per vehicle. Follow “**Type of Vehicle**” instructions below.

Hours of Idle Reduced per Vehicle per Day (if applicable)

Type of Vehicle Chart (Category 10)

Type of Vehicle: Enter type of truck affected by the project in the “before” and “after” field.

| | |
|---|---|
| Type of Vehicle | <div><div></div><div>Single Unit Long Haul</div><div>Single Unit Short Haul</div><div>Combination Long Haul</div><div>Combination Short Haul</div><div>Refuse Truck</div><div>Transit Bus</div><div>School Bus</div><div>Light Commercial Truck</div><div>Intercity Bus</div></div> |
| Bikeway Information (Alternate Method) | |
| Segment Length of Associated Roadway | |
| Vehicular AADT on Associated Roadway | |
| Average Vehicular Speed on Associated Roadway | |

Categories 10 and 11: Freight Intermodal Improvements and Alternative Fuels:

User Supplied Emission Factors (Alternate Method) Chart

User Supplied Emission Factors: If the Sponsor is relying on vehicle manufacturer or other project-specific emission factors, enter the data in these fields. This may also be used for retrofit technology projects that achieve a certain reduction in pollutants (e.g. for a 90% per cent reduction, the “After” emission factor is the “before” emission factor multiplied by 0.10). In these fields, whole numbers can be up to 3 digits prior to the decimal (max. - hundreds) and 3 digits after the decimal point.

| User Supplied Emission Factors (Alternate Method) | Before (grams/mile) | After (grams/mile) |
|---|---------------------|--------------------|
| VOC | | |
| NO _x | | |
| PM ₁₀ | | |
| PM _{2.5} | | |
| CO | | |
| CO ₂ | | |

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NOTE: If the project is for the installation of EV charging or a green hydrogen fueling station enter “0” in both the Before and After columns for each emission type.

Categories 3, 4 and 5: Pedestrian and Bicycle Facilities (Alternative Method to the “Anticipated Benefits – Before/After Chart”):

Bikeway Information (Alternative Method) Chart:

Segment Length of Associated Roadway:

Enter the segment length of roadway associated with the bikeway.

Vehicular AADT on Associated Roadway:

Enter the average annual daily traffic volume on the roadway from which the SOVs are being diverted by the project.

Average Vehicular Speed on

Associated Roadway: Enter the average speed of the targeted SOV fleet on the targeted general use facility.

Average Days per Year Used for Non-Recreational Travel: Enter the average number of days per year the bikeway will be used for non-recreational travel.

Percent Short Trip: Enter the percentage (in decimals) of trips less than five miles in length in the project area.

Bicycle Diversion Factor: Enter the proportion of trips (in decimals) or short trips that are anticipated to be diverted to bicycle mode after the project is complete. The factor should reflect the proportion of trips diverted from single occupant vehicles taking into account the environment of the proposed bikeway project (e.g., urban or rural, commercial versus residential area), trip type, and the density of population/land use.

CMAQ Technical Alignment Benefits Documentation: In the box provided, state all assumptions and calculations used to generate the provided data. Include references to the sources of data or models used to estimate the transportation benefits of the candidate project.

Save the worksheet.

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For all CMAQ projects the Worksheet will be a required upload to the application in Grants Gateway on the "Pre-submission Upload" page.